

Board Office Use: Legislative File Info.

File ID Number	16-0591
Introduction Date	4/13/16
Enactment Number	16-0512
Enactment Date	4/13/16



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent
Meeting Date _____
Subject Approval of Request for Student Travel

Action Requested	Approval of Board Resolution authorizing student travel by school site Coliseum College Prep Academy to Oregon Shakespeare Festival/Crater Lake National Park for the period of <u>6/3/16</u> through <u>6/7/16</u>
Itinerary and activities	Visit Chico State Camp at Emigrant Lake outside of Ashland, OR Visit Southern Oregon University Attend Twelfth Night performance at the Oregon Shakespeare Festival Camp at Emigrant Lake Visit Crater Lake National Park Camp at Farewell Bend Campground outside of Crater Lake National Park Hike at Crater Lake National Park Camp at Farewell Bend Return to CCPA
Educational Purpose of Trip	Students will be involved in a close study of Shakespeare's play Twelfth Night. They will read the play themselves, discuss it with their classmates and the adults, and they will view different interpretations of the play. All of this is in preparation for their viewing of the live play at the Oregon Shakespeare Festival. Students will journal daily about their feelings about the end of their high school experience and the beginning of the next chapter of their lives. Students will think about the things that they want to accomplish with their classmates in the last weeks of school. Students will push the boundaries of their comfort zones to be out in nature in Crater Lake National Park. They will learn about the geology of the park and about the different flora and fauna that reside there. Students will learn basic camping skills.
Teachers Attending Trip	Rachel Korschun, Carlus Harris, Kelley Leathers
Site Administrator Affirms	<ul style="list-style-type: none"> Parental permission forms will be on file for all students participating and school has emergency communication protocol There will be sufficient and appropriate chaperones for this field trip (including at least one OUSD certificated employee and non-OUSD chaperones, if any, will meet criminal background check requirements) School will address financial or accessibility issues that might prevent students from participating
Recommendation	Approval of Board Resolution authorizing student travel described above.
Fiscal Impact	Amount of District funds to be used for trip costs will be \$ _____ Funding source for the trip will be: <input checked="" type="checkbox"/> General Purpose <input type="checkbox"/> Restricted Funds <input type="checkbox"/> No District funds will be used Resource Code: _____ - <u>232</u>

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT**

Resolution No. 16-0201

AUTHORIZATION FOR APPROVAL OF STUDENT TRAVEL

WHEREAS, the Board of Education believes that field trips and other travel opportunities for students are a valuable tool in supporting classroom instruction and promoting students' awareness of places and events;

WHEREAS, Board Policy 6143 requires the Board of Education of the Oakland Unified School District to approve all trips involving out-of-state and out of country travel; and

WHEREAS, pursuant to Board Policy 6143, the Superintendent requests the Board of Education to authorize student travel for the period of 6/3/16 through 6/7/16 to Oregon Shakespeare Festival/Crater Lake National Park by Coliseum College Prep Academy.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education of the Oakland Unified School District does hereby approve the following request for student travel:

School: Coliseum College Prep Academy

Destination: Oregon Shakespeare Festival/Crater Lake National Park

Departure Date: 6/3/2016

Return Date: 6/7/2016

Passed by the following vote:

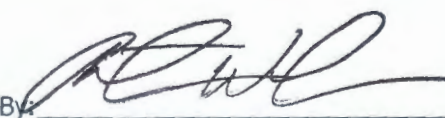
AYES: Jody London, Aimee Eng, Jumoke Hinton Hodge, Roseann Torres
Vice President Nina Senn and President James Harris

NAYS: None

ABSTAINED: None

ABSENT: Shanthi Gonzales

I hereby certify that the foregoing is a full, true and correct copy of a Resolution adopted by the Governing Board of the Oakland Unified School District at Special Meeting I held on April 13, 2016.

By: 

Antwan Wilson, Superintendent
Secretary, Governing Board



Basic Directions

This packet is available on the Intranet (School Operations Library) as a fillable-saveable pdf file. If typed, similar fields will populate throughout the packet making it quicker and easier to complete.

1. Requests must be submitted to Network Superintendent no later than **120 days** prior to departure
2. Board approval is required for all out of state trips.
3. Return Health Services Notification Form to the School Nurse or Health Services at the time you are requesting approval for a field trip
4. Use of Restricted Funds requires additional approval by State & Federal Compliance
5. Obtain Fingerprint and TB clearance (requirements per OUSD AR 1240) for all non-District employee chaperones. (Arrange through <https://www.beamentor.org/Linkpages/mentorasp/SpecialProjects/OUSD/> or email volunteers@ousd.k12.ca.us. Continuing volunteer chaperones must be fingerprint cleared at least once every 3 years and obtain TB clearance once every 4 years.)
6. Generally 1:10 Adult to Student ratio is required as provided in OUSD Board Policy 6153
7. Check the Pre-Approved Vendor List for contract and insurance requirements
8. Out-of-state trips have a bifurcated approval system (1) to approve the request and (2) to approve the trip since not all information for the trip approval may available by the deadline for the request. When possible, submit the required documents for the trip approval along with the initial trip request to make the full approval process faster.

Required Documents for Request Approval	<input type="checkbox"/> Copy of program/vendor information describing vendor and scheduled activities <input type="checkbox"/> All facility, program or vendor agreements/contracts, including OUSD Educational Organization Contract <input type="checkbox"/> Certificate of insurance from all private vendors: Program (attach copy unless publicly owned and operated) Facility (attach copy unless publicly owned and operated or commercial lodging e.g. Holiday Inn) <input type="checkbox"/> Board Approval Memo and Board Resolution
Required Documents for Trip Approval	<input type="checkbox"/> "Checklist Prior to Trip Departure" <input type="checkbox"/> List of students and adults attending trip <input type="checkbox"/> "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle

TRIP INFORMATION TO BE COMPLETED BY TEACHER:

School or Center: Coliseum College Prep Academy Site Number: 232

Destination: <u>Oregon Shakespeare Festival/Crater Lake National Park</u>
Address: <u>15 S. Pioneer St. Ashland, OR 97520 Crater Lake National Park</u>
Phone or Contact Info: <u>541-482-4331/541-594-3000</u>

Departure - Date: 6/3/16 Time: 9:00 A.M. Place of Departure: CCPA

Return - Date: 6/7/16 Time: 3:00 P.M. Place of Return: CCPA

Class(es)/Group Attending: Oregon Odyssey Group

Grade(s): 12 # of Students: 20 # of Adults: 4

Teacher Supervising Trip: Rachel Korschun

Emergency Contact # During Trip: _____

Supervising Teacher's Email Address: rachel.korschun@ousd.org



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Site: Coliseum College Prep Academy
 Teacher Supervising Trip: Rachel Korschun
 Destination: Oregon Shakespeare Festival/Crater Lake National Park
 Date of Departure: 6/3/16

Describe itinerary and activities: <input type="checkbox"/> Trip will include swim or water activities)	Visit Chico State Camp at Emigrant Lake outside of Ashland, OR Visit Southern Oregon University Attend Twelfth Night performance at the Oregon Shakespeare Festival Camp at Emigrant Lake Visit Crater Lake National Park Camp at Farewell Bend Campground outside of Crater Lake National Park Hike at Crater Lake National Park Camp at Farewell Bend Return to CCPA
Names of teachers and staff attending trip:	Teachers: Rachel Korschun, Carlus Harris, Kelley Leathers Staff: Amy Boyle
Describe mode of transportation for each leg of the trip:	The four staff members will be driving their personal cars.
Describe educational purpose of trip, including how it aligns with grade level standards, supports the teaching and learning and/or parent ed/training component of site plan, including related activities prior to trip and student follow-up activities that will occur after the field trip/excursion:	Students will be involved in a close study of Shakespeare's play Twelfth Night. They will read the play themselves, discuss it with their classmates and the adults, and they will view different interpretations of the play. All of this is in preparation for their viewing of the live play at the Oregon Shakespeare Festival. Students will journal daily about their feelings about the end of their high school experience and the beginning of the next chapter of their lives. Students will think about the things that they want to accomplish with their classmates in the last weeks of school. Students will push the boundaries of their comfort zones to be out in nature in Crater Lake National Park. They will learn about the geology of the park and about the different flora and fauna that reside there. Students will learn basic camping skills.

TRIP COSTS

District funds may be used to pay transportation costs for out of state trips or direct educational program costs. Transportation costs include airfare, bus fare, car fare, etc. related to transportation to/from the out-of-state destination and the transportation costs for the school sponsored activities during the trip. Direct educational program costs include admission fees for visits which are part of the program (e.g. museum).

District funds may NOT be used to pay for non-travel pupil expenses for out of state trips. Non-travel pupil expenses include meals, sundries, lodging, etc.

If you want to use District funds to pay for non-travel pupil expenses on an out of state trip, you must first obtain approval for a waiver of Education Code 35330 from the OUSD Board of Education and the State Board of Education.

Amount of District funds to be used for trip costs will be \$ _____

Funding source for the trip will be: General Funds Restricted funds No District funds will be used

Resource #: _____ 232 _____



Site: Coliseum College Prep Academy
 Teacher Supervising Trip: Rachel Korschun
 Destination: Oregon Shakespeare Festival/Crater Lake National Park
 Date of Departure: 6/3/16

PROGRAM/ADMISSION COSTS

Total Cost of Program/Admission: \$ _____ Source: General Funds Restricted No District Funds
 Cost per student: \$ _____ Cost per adult: \$ _____

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5829				
	5829				

TRANSPORTATION/CHARTER BUSES

Note: If buses will be used, the approved bus company list is located on the Intranet with the Field Trip information.

Bus Company: _____
 # of buses ordered: _____ Size of bus ordered: _____ Wheelchair accessible needed? _____

Cost of transportation: \$ _____ Source: General Funds Restricted Funds No District Funds

Org. Key	Object #	Resource #	Amount	Req #	PO #
	5826				
	5826				

HEALTH CONDITIONS/MEDICATION

Will there be any students participating in the field trip with the following conditions? Yes: No:

- | | |
|--|---|
| <input type="checkbox"/> Severe Allergy | <input type="checkbox"/> Student has an Epi-pen at school |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Student has an inhaler at school |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Sickle Cell Anemia | <input type="checkbox"/> Student has medication at school |
| <input type="checkbox"/> Other condition(s): _____ | <input type="checkbox"/> Student has medication at school |

Will any students need medications during the trip? Yes: No:

If the answer is yes, please fax the attached Health Services Notification Form to 874-3748.

CERTIFICATES OF INSURANCE

Facility/Program Insurance: Attach copies of Proof of Insurance **from** all private vendors (except publicly owned and operated).

District Insurance: Has vendor requested that OUSD provide a certificate of the District's insurance? Yes: No:

If yes, attach the written requirements provided by the Facility. (Once the Certificate of Insurance is prepared, it will be faxed to the contact person at the facility and the school site contact. The original certificate will then be sent to the school site contact and will be given to the facility if required.)

STATE & FEDERAL COMPLIANCE

If restricted funds are used for this field trip/excursion, State & Federal Compliance approval is required to ensure compliant use of resources and alignment with the Single Plan for Student Achievement (SPSA). List the relevant SPSA Tracking Numbers to indicate alignment.

SPSA Tracking #: _____

1. Attach a copy of the site plan, if modified. Modified SPSA Date: _____
2. Documentation of the follow up activities is to be maintained at the site for State and Federal compliance review.



Site: Coliseum College Prep Academy
 Teacher Supervising Trip: Rachel Korschun
 Destination: Oregon Shakespeare Festival/Crater Lake National Park
 Date of Departure: 6/3/16

APPROVAL OF REQUEST	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Trip aligns with grade level standards <input type="checkbox"/> Trip purpose, supervision plan, transportation, safety parameters and funding are appropriate <input type="checkbox"/> Reviewed agreements/contracts with any facility, program or vendor (attach copies) <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips				
Network Superintendent <input type="checkbox"/> Trip purpose, transportation, and funding are appropriate <input type="checkbox"/> Organization(s) involved in the trip have expertise in operating student trips				
State/Federal Compliance (if restricted funds) <input type="checkbox"/> Compliant use of resources and in alignment with school site plan (SPSA)				
Risk Management <input type="checkbox"/> Business contracts, insurance, safety and policy compliance are sufficient <input type="checkbox"/> Notify Site of conditional approval of Request pending receipt of the completed Checklist Prior to Trip Departure (and attachments)				

APPROVAL OF TRIP	Signature	Check One		Date
		Approved	Denied	
Site Administrator <input type="checkbox"/> Forward the completed : (1) Checklist Prior to Trip Departure; (2) list of students and adults attending trip; (3) "Declaration of Driver" and required attachments, completed by each driver of private or rental vehicle				
Risk Management <input type="checkbox"/> Confirm receipt of completed Checklist, list of students/adults, and Declarations of Driver <input type="checkbox"/> Notify Site of Trip Approval once approved by Superintendent				
Superintendent <input type="checkbox"/> Approve/disapprove trip <input type="checkbox"/> Returns Request Form to Risk Management				



CHECKLIST TO BE COMPLETED BY SITE ADMINISTRATOR PRIOR TO TRIP DEPARTURE

(initial each item certifying completion)

- _____ "OUSD Student Field Trip/Excursion Permission Slip" has been signed by parent(s)/guardian(s) of all student participants.
- _____ "Adult Participant Field Trip/Excursion Chaperone Agreement" signed by all non-District employee chaperones.
- _____ OUSD Fingerprint and TB clearance requirements per OUSD AR 1240 have been obtained for all non-District employee chaperones.
- _____ No student has been prevented from making a trip due to lack of sufficient funds.
- _____ No District funds will be used to pay for "pupil expenses" on out of state trips unless waiver of Education Code 35330(b)(3) is granted by OUSD Board of Education and the State Board of Education. Pupil expenses include meals, sundries, lodging, etc. (District funds may be used to pay transportation costs or direct educational program costs.)
- _____ Meeting held for staff, noncertificated adults, parent(s)/guardian(s) and students in advance of trip to discuss trip and safety related procedures, itinerary and questions as required by OUSD AR 6153.
Meeting date: _____
- _____ Health Conditions/Medication: School nurse or Health Services has been consulted at least two weeks prior to any field trip. Trip participant health information has been gathered and reviewed and any needed revisions to supervision plan made, including making sure that chaperones understand relevant information (e.g., food allergies). A plan has been developed by a school nurse to collect, secure, and dispense prescription medications from their original containers and consistent with physician's instructions. (See OUSD AR 5141.21)
- _____ Supervision is by certificated personnel and assisted by other school employees, parent(s)/guardian(s), or other authorized chaperones who are at least 21 years old. Site Administrator and Teacher/lead trip staff are satisfied all chaperones are willing and able to perform required duties, including understanding and implementing instructions, understanding health information for students in their group and responding effectively in the event of an emergency.
- _____ Adult to Student Ratio is at least 1:10 as required by OUSD BP 6153 (or higher if high risk activities).
- _____ Sleeping arrangements and night supervision are safe and appropriate.
- _____ Safety requirements have been met (e.g., first aid kits, emergency contact and health info, instructions for chaperones, cell phones). At least one adult has current First Aid/CPR training.
- _____ Confirm that: (1) if destination is out of Oakland, arrangements have been made for use of an additional vehicle in event of illness or emergency and (2) students received instruction in safe conduct on bus or other transport.
- _____ OUSD Declaration of Driver form completed and signed by driver and registered owners of any private vehicles used on trip and copy of proof of insurance and California driver's license are on file and secured at school site. The same forms may be used for multiple trips or for entire school year as long as insurance proof on file is updated. This requirement does not apply to licensed bus companies on the District's approved bus list or for public transportation entities, airlines or AMTRAK.
- _____ Swim/Water Activities: OUSD "Procedures for Fields Trips including Swim or Water Activities" have been met.
- _____ Confirm all student participants on higher risk activities (e.g. swimming, snow trips, horseback riding, sailing, rafting, etc) are covered by medical or accident insurance as required by AR 6153. Do not exclude students without insurance; however, contact Risk Management for instructions.
- _____ Site and trip leader has a list of students and adults attending trip.

TRIP APPROVAL IS CONDITIONED ON COMPLETION OF THIS CHECKLIST